

ADMINISTRATIVE RULES

CHAPTER 16: CODE OF ETHICS

CHAPTER CONTENTS

Section:

16.1	Generally
16.2	Code Elements

CHAPTER 16: CODE OF ETHICS

Sec. 16.1 GENERALLY By Resolution #97-310, adopted by the Placer County Board of Supervisors on December 16, 1997, a code of ethical conduct and standards for employees and officials of the County is hereby added as Chapter 16 of the Administrative Rules.

Sec. 16.2 CODE ELEMENTS The specific standards consisting of twelve separate elements, (a) to (l), are as follows:

(a) Confidential Information - Disclosure Prohibited

Disclosure of confidential information by any county employee or official is prohibited. Employees and officials must respect and protect information that they have access to by virtue of their position and office. No employee or official shall be a party to illegal or improper activity associated with access to confidential information.

(b) Incompatible Activity

No employee or official shall engage in any business or have a financial interest which is in conflict with the proper discharge of their official duties. Employees and officials are also subject to Government Code sections 1090, 1126 and 87100.

(c) Gifts and Gratuities

No employee or official shall accept any fee, compensation, gift, or payment of expenses which results in private gain in return for preferential treatment.

(d) Favored Treatment

No employee or other official shall grant any special consideration, treatment or advantage to any person beyond that which is available to every other person in similar circumstance.

(e) Influence Decision

It is the duty of every employee and official to discourage any inappropriate contact or encroachment on one's official duties by others seeking to influence a decision.

(f) Uphold Laws

All employees and officials must uphold and adhere to all federal, state and local laws, ordinances and regulations and never be a party to their evasion.

CHAPTER 16: CODE OF ETHICS

Sec. 16.2 (Continued)

(g) Diligent Work and Effort

All employees and officials shall conduct and perform duties and responsibilities diligently and promptly, giving a full day's work for a full day's pay.

(h) Be Efficient and Economical

All employees and officials should, on a continuous basis, seek to find ways to do their jobs more efficiently and economically.

(i) Expose Corruption

It is the duty of every employee and official to expose corruption wherever discovered.

(j) Public Office Held as Public Trust

All employees and officials of the county shall uphold the principles of this code mindful that public office is a public trust and that local government exists to serve the needs of all the citizens of the county.

(k) Private Use of Government Resources Prohibited

Employees and officials are prohibited from using county owned equipment, materials, records and other informational resources, and any other property for their private or personal benefit.

(1) Honesty and Integrity in Public Duties

Employees and officials shall dedicate themselves to the highest ideals of honor and integrity and conduct official duties in a professional and caring manner.